# Week 2 Mentor Meeting



Tus, 5 March 2024

## 

- Yujun Yan (mentor)
- Our team (Team Wombat)

#### ■ Goals ②

• To provide an overview of Science Gallery, share communication skills with clients, outline the project workflow, and prepare for client communication. Additionally, to set up collaboration tools including a Confluence page and Slack workspace.

## ♣ Discussion topics

| Item                                    | Presenter | Notes   |
|---|-----------|---|
| Introduction to<br>Science<br>Gallery & | Yujun Yan | <ul> <li>Overview of Science Gallery's mission and the types of exhibitions and educational programs it offers.</li> <li>Explanation of the gallery's unique position as a bridge between the university and the public.</li> </ul>   |
| Client<br>Communicatio<br>n Skills 🔗    | Yujun Yan | <ul> <li>Key strategies for effective communication with clients, including listening, empathy, and clear articulation of ideas.</li> <li>Importance of setting expectations and maintaining regular updates.</li> </ul>  |
| Project<br>Workflow<br>Overview ⊘       | Yujun Yan | <ul> <li>Stages of the project from initiation to completion, highlighting milestones and key deliverables.</li> <li>Discussion on the importance of each phase and the team's responsibilities.</li> </ul>   |
| Preparation for Client Communication    | Yujun Yan | <ul> <li>Topics and questions to address in the upcoming client meeting.</li> <li>Role-play exercises to practice communication skills and prepare responses.</li> </ul>  |
| Setting Up Collaboration Tools          | Yujun Yan | Confluence Page Creation:  Steps for setting up a project page on Confluence to document meetings, share resources, and track progress.  Slack Workspace Setup:  Instructions for creating a Slack workspace dedicated to the project for real-time communication among team members. |

#### ✓ Planned Actions and Next Steps

- ☑ Review Science Gallery's website and materials:
  - ☑ To gain a deeper understanding of the gallery's exhibitions and programs.
- **☑** Practice Client Communication:
  - ✓ Team members to role-play client scenarios based on Yujun's guidance.
- ☑ Prepare for Next Client Meeting:
  - ✓ Compile a list of topics and questions based on Yujun's suggestions.
- ☑ Set Up Confluence Page:
  - ✓ Follow Yujun's instructions to create a dedicated project page.
- ✓ Create Slack Workspace:
  - ☑ Establish a workspace for efficient team communication.
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- Click here to expand...The complexity of the project was acknowledged, with an emphasis on a collaborative and iterative approach to development. The importance of a flexible system that could adapt to future needs and potentially integrate with broader university systems was highlighted.
  - · Additional resources and templates for client communication and project management will be shared on the Confluence page.
  - Team members encouraged to contribute ideas and updates regularly to the Confluence page and Slack channels.

